Los Alamos
NATIONAL LABORATORY

Memorandum
Security & Safeguards Division
Office

To/MS: Master Management/Administrative Support

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Symbol: S-DO:99-141

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SUBJECT: GENERAL REBADGING OF THE LABORATORY (SCHEDULE AND OTHER DETAILS)

On September 20, the Laboratory's new badging system will be "turned on," which means:

1. Many new business and security rules will be enforced;
2. Equipment for issuing and fabricating superior quality badges faster will go into production;
3. All badging services will be handled by the new system;
4. Access control will receive data via the new system;
5. Every type of badge the Badge Office issues will be of a new design.

On September 27, the Badge Office will begin Lab-wide general rebadging of all Laboratory personnel (this includes not only UC employees, but subcontractors, affiliates, associates, and other worker categories) with the new, color-coded DOE Standard badge.

The rebadging schedule will be based on the DOE Standard badge holder's last name, and will be announced in approximately two-week intervals, by an alphabetical last name range of letters, for example, **October 14: ARD - BAB**. A two-week schedule will be posted on the Laboratory home page as well as on the Badge Office home page (badge.lanl.gov). Please check the Web shortly before your rebadging date for any last minute emergency scheduling changes. An exception to rebadging by last name will be uncleared foreign nationals and official visitors, who will be rebadged *as their current badge expires*.

If you cannot come in on your scheduled day, you may come *any time after, but not before*. In short, do not "jump the gun" unless your badge expires prior to your scheduled rebadging date.

Rebadging will be conducted *between 9:30 a.m. – 12:00 noon and 1:30 – 3:30 p.m., daily*. The Badge Office asks for your cooperation in adhering to this schedule. This will allow the Badge Office to focus exclusively on its full range of regular badging and visitor services during the peak periods of 7:30 – 9:30 a.m., the lunch period, and at the end of the day. Please note: *all regular badging* services will be provided during normal business hours.

In order to receive your new color-coded DOE Standard badge you will need:

- An *Employee Information System (EIS) record* that is complete for all mandatory data (Z number, full name, Social Security Number, date of birth, citizenship, employer, termination date (if applicable) – please check with your Group administrator if you have reason to believe your data is incomplete or not current. A new field, country of birth, *will not affect* your ability to be badged if the field is left blank;
- A currently *valid "old" (i.e., green*) DOE Standard badge that you will exchange for the new badge – except as noted below, a <u>DOE Standard Badge Request</u> (Laboratory Form 917) *is not required*;

- *If you are a subcontractor*, the name of the company and the contract number you are working under (no special form is required).

Also note:
- Anyone with a green badge that has an expiration date within 30 days of when he or she comes in to be rebadged must provide a properly prepared and signed *DOE Standard Badge Request* (Laboratory Form 917) – those whose badge will expire prior to their scheduled rebadging date may come in shortly before the expiration date on their current badge;
- Unlike the badging system we have been using, the new system requires that for security reasons *a new photograph* be taken every time you get a new badge; therefore, for the rebadging of the Laboratory, you will be photographed for your new badge;
- Your new badge, as well as any other type of Badge Office-issued badge *will be accountable*, that is, it must be returned to the Badge Office when no longer valid or needed – the new badging system will prevent providing you with any future badging services if a previously-issued badge is "Not Accounted For";
- The new badges *will include an expiration date* for all individuals, cleared and uncleared, who *work under an agreement or contract* with the Laboratory, including UC Limited Term appointments. The expiration date on the new badge will be either the contract expiration date or the individual's termination date, whichever comes first;
- You will have *several options for how your name will appear* on your badge: 1) First Name, Middle Name, 2) First Name, Middle Initial, 3) First Initial, Middle Name, 4) Nickname. However, the name must first be part of your EIS record – the badging system takes its data from that system. To use the name option you would like, you must ensure that that part of your name is in your record (e.g., if you wish to use a full middle name or a nickname);
- If you were previously *enrolled in the hand geometry readers, it will not be necessary to re-enroll* when you get your new badge. Your hand geometry template will transfer over to the new badge. The magnetic stripe encoding of the new badge follows the identical protocol used on your old badge, but if your old badge was enrolled in the access control system of another DOE site (e.g., LLNL, SNL) you will need to have your new badge re-enrolled the next time you travel to that site;
- Individuals will have the option of requesting that their Social Security Number (SSN) be printed on the reverse side of the badge, but this will only be done if a *DOE Standard Badge Request* (Laboratory Form 917) is submitted by the individual's Group and the individual authorizes, in writing, on the form, that the SSN be printed. Without following this procedure, the SSN will not be printed on the badge under any circumstances;
- *First-time DOE clearance holders:* individuals who have been granted an initial clearance or who have had their clearance transferred to LANL for the first time must attend a Comprehensive Security Briefing *before* receiving their clearance badge – please note that the badge will be issued *no sooner than the next business day after* attending the briefing;
- *PSAP only:* if you are enrolled in PSAP, a room will be set up in the Badge Office during the general rebadging times (9:30 a.m. – 12:00 noon, 1:30 – 3:30 p.m.) for a member of the S-6 PSAP Team to issue your new yellow, numbered, accountable badge strap – this will be non-removable (without destroying the strap) and will be required for unescorted access into any Laboratory Material Access Area; e.g., TA-55, PF-4.
- Individuals who have not previously had a LANL-issued DOE Standard badge, but need one after the badging system implementation date (e.g., new hires) will receive the new color-coded DOE Standard badge as their first badge. Students who turned in their old badge to the Badge Office for storage when

they went on casual status, will receive their new badge upon return to the Laboratory, if their old badge is on file. If it is not on file, a *DOE Standard Badge Request* (Laboratory Form 917) will need to be submitted by the hosting group.

- Anyone needing a **temporary badge** after the new system becomes operational, but who has not yet been issued the new color-coded DOE Standard badge, will have to file a *Lost Badge Notification* (Laboratory Form 1672), since the new system will not permit issuance of a temporary badge to a person who has not first been issued a new DOE Standard badge. Existing rules relating to the number of issuances of temporary and/or lost badge replacements, will continue to apply. Because the *Lost Badge Notification* is a formal affidavit by the badgeholder that the badge is lost, the Badge Office requests that during the initial rebadging of the Laboratory, all badgeholders make an extra effort to come to work with their badge, or if they forget it, to retrieve it before arriving for work. This is for two reasons: (1) not to have to file a written affidavit that the badge is lost when in fact, it is not, and (2) to avoid being delayed at the Badge Office during this very busy period.

- On the same date that the Badge Office begins general rebadging of the Laboratory work force, it will also begin providing all regular badging services through its new badging system – this includes issuance of temporary badges, uncleared foreign national badges, cleared and uncleared visitor badges, and exchange badges.

- **Uncleared foreign nationals** are reminded that each time they receive a new badge, they must supply the badge serial number (upper right corner of the badge) to their Group administrator, to ensure it will work in those access control areas where they are authorized to be.

- The current (green) DOE Standard badge is acceptable at any DOE site or DOE government agency until December 2000, per a determination by DOE. Therefore, do not be concerned about experiencing problems if you do not get your new badge for several months. During the transition period, both the old design and the new design are required to be accepted throughout the DOE complex.

- At some point, S Division will announce a formal date after which LANL-issued DOE Standard "green" badges **will no longer be accepted at LANL**. This date has not yet been set.

The Badge Office will be exceptionally busy during this period (there are approximately 16,500 DOE Standard badgeholders to rebadge, plus visitors, uncleared foreign nationals and other categories). If you want to avoid long lines and voice mail during this period, we invite you to consult the Badge Office Web site (badge.lanl.gov) for a wealth of detailed information about the new badges and the new badging system. A consolidated resource page that brings together everything available concerning the new badges and the new badging system can be found at:

http://www.lanl.gov/orgs/s/s6/New%20Badge%20Information.htm

Managers are requested to ensure that workers who may not be on this distribution receive a copy, so that the entire Laboratory community is fully informed about the rebadging plan and how it will work.

Your support, assistance, cooperation, and courtesy will be essential to making the transition to the new badge format and the underlying business and security rules as smooth as possible. When the conversion is completed, S Division believes we will have taken a very positive step towards improving security at the Laboratory.

Cy: S-DO File